

How to submit a DBS check (please read this carefully)

Step 1 - Online application

If this is your first DBS check for New Wine OR your last check was more than 5 years ago, please follow these instructions:

1. Go to the Online Disclosures website - <https://disclosure.capitarvs.co.uk/ccpas/>
2. Click the orange button titled 'standard/enhanced DBS application'
3. When prompted, enter the Organisation Reference 13558 and the organisation code 'NEW13558' (case sensitive)
4. You will now be able to begin your application.

Step 2 - Verifying documents

1. Ask your church leader / administrator (who CANNOT be a family relative) to take a photocopy of your ID documents, sign and date them under the words "I have seen this original document and certify it to be a true copy."
2. They then need to email the verified documents to DBS@new-wine.org (alternatively, a letter can be posted to New Wine, 4a Ridley Avenue, Ealing, London, W13 9XW). The email or letter must show their full name, their role in the church, the church postal address and church phone number. The body of the email or letter should read as follows;

Dear New Wine,

I write to confirm that to the best of my knowledge the information provided by xxx in their DBS application is correct.

In addition, I attach to this email a certified copy of the ID documentation signed and dated with the words "I have seen this original document and certify it to be a true copy"

Your Sincerely,

Important Note Your chosen ID documentation must be the same documentation provided in your DBS application and must be within the date range given for the document in question. If it is not within the required dates, your DBS application will be invalid and will need to be restarted.

Step 3 - Register with Update Service

Once you receive your DBS certificate in the post, you can register with the **DBS Update Service** **WITHIN 30 DAYS** of the certificate being issued, and you'll not need to complete a new DBS check for New Wine or ANY other organisation again (as long as the workforce covers you for the new role).

DBS - FREQUENTLY ASKED QUESTIONS:

1. **How many documents do I need to get verified and sent to you?**

We need **3**

2. **What ID Documents can I use?** - For more info select [here](#)

Most commonly used are:

- Passport
- Birth certificate
- Driving license or provisional license - *(must be registered to your current address)*
- Marriage Certificate
- Utility bill *(Issued in last 3 months and cannot be for a mobile phone)*
- Bank statement *(Issued in last 3 months and **cannot** be an online statement)*
- Council tax statement *(Issued in last 12 months)*
- P45 or P60 statement *(Issued in last 12 months)*
- Letter from school or college confirming you're in full time education **and** includes your home address.

At least 1 document must include your current address (unless you are at Uni and your parents address is registered to your documents. Please use this one).

3. **Who can verify my documents?**

Either someone who works for your church (an administrator, vicar/pastor, youth worker etc). Or the post office (for a small fee).

4. **I already have a DBS certificate...**

The Update Service is the only way which you can transfer certificates between different organisations, and certificates need to be checked on a **yearly basis**.

If your certificate is registered with the Update Service, please send us a photo of your DBS certificate along with your permission for us to check it online.

5. **What does 'workforce' mean?**

There are three main DBS workforce types involved in a DBS check; Child, Adult and Other. Depending on what role you are applying for determines which workforce you need to be checked against.

Please note, if you ever switch to a different team, you may need to complete another DBS depending on whether you're previous DBS covers you for the new role.

6. **I need to speak to someone about my DBS:**

For any queries about your DBS please contact dbs@new-wine.org